

**SACC
(SCHOOL AGE CHILD
CARE)
Policy
&
Procedures
Manual**

**Bureau of Child Care
Division of Family Resources**

Effective 7/16/10

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STATE OF INDIANA
Family and Social Service Administration
Division of Family Resources

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BACKGROUND AND PURPOSE:

The Indiana Family and Social Services Administration (FSSA), Division of Family Resources (DFR), Bureau of Child Care (BCC) announces the availability for funds for school-age child care through the state funded School-Age Child Care Project Fund.

The purpose of the School-Age Child Care Project Fund (0202) is to support a school age child care program which offers care to children between the ages of five (5) to fifteen (15) to include:

- before and/or after school care
- periods when school is not in session excluding summer break
- care for children that attend kindergarten - either full or half day kindergarten
- care for children that are enrolled in summer school

ELIGIBILITY CRITERIA FOR GRANTEEES:

The Bureau of Child Care will support school-age care from public school corporations as authorized by IC 12-17-12, or not-for-profit organizations. A not-for-profit corporation must be exempt from federal income taxation under Section 501(c) (3) of the Internal Revenue Code and must have provided services to children continuously during the year preceding the date of application for grant.

The school-age care program must be in compliance with applicable state and local licensing laws and regulations. Program may not be on probationary license or certificate of non-compliance at the time of submission. If the school-age care service is not provided in a licensed facility or a school setting, then the facility used must meet CCDF Provider Eligibility Standards and fire safety as adopted by State Fire Marshal. A copy of the Fire Marshal approval is required. **Additionally, all grantees must comply with the current Division of Family Resources Rule (470 IAC 3-4.6).** BCC may perform a site visit to any facility submitting an application to aid in the evaluation response.

USE OF FUNDS:

- **Program Enrichment**
This may include tutoring services, computer training, sports programming, performance arts, math, science programming. The reimbursable expenses may include instructor fees (other than program staff) and consumable products used for program delivery
- **Equipment**
Funds may be used to purchase developmentally appropriate equipment for children between the ages of 5-15. A single equipment purchase reimbursement may not exceed \$499. Grantees must keep an inventory including depreciation schedule on all equipment purchased with Federal or State Funds.

- **Staffing**
Funds may be used to pay for salaries not to exceed 90% of the actual staff cost.
- **Staff Development**
Funds may be used to provide the required 12 hours of in-service training, of which 50% have to be from a qualified outside source. Travel expenses claimed cannot exceed .40 per mile and no out of state travel is reimbursed.

CHANGES TO FUND USAGE:

- Any revisions to your original RFF needs approval by BCC (Bureau of Child Care) prior to incurring expenses.
- Only one (1) revision will be permitted per contract year.
- No revisions will be approved within three (3) months of the end of the contract period.

These dollars will not pay for:

- Direct service delivery (care for children using CCDF vouchers);
- Care provided during the hours a child attends elementary or secondary school;
- Care provided on weekends and summer vacation;
- School-age care provided between the hours of 7:00 p.m. and 6:00 a.m., Monday through Friday
- Care provided for children under age five(5);
- Transportation from the child's school to the care site; or from the care site to the child's school including staff costs and;
- Drug testing, criminal history checks, first aid training, CPR training or TB tests

UTILIZATION:

Grantees have the responsibility to fully utilize their allocation, but must be careful not to exceed contract funds. Failure to fully utilize your allocation may result in a reduction of funding for the following contract year's allocation.

PERFORMANCE MEASURES:

- A. A facility that provides school age services and is required to be licensed must maintain a regular license throughout the contract period. Failure to do so will result in the one of the following:
 - 1. Upon receipt of second suspension or probationary license during contract period, termination of contract will result with 30 days notice.
 - 2. Revocation of license during the contract period will result in immediate termination of contract.

- B. A facility that provides school age services and is not required to be licensed must maintain documentation of compliance with CCDF Provider Eligibility Standards (PES), State Fire Marshal and SACC regulation. Failure to do so will result in termination of contract with 30 days notice.

- C. A facility which is an Unlicensed Registered Child Care Ministry must maintain a valid registration, PES and compliance with SACC regulation throughout the contract period. Failure to do so may result in immediate termination of the contract.

- D. A facility must be able to demonstrate 100% compliance with the approved program budget and maintain documentation of funds claimed. Failure to demonstrate compliance will result in the repayment of funds determined ineligible.

- E. Grantees must provide Monthly Reports to support claims which may include but are not limited to the following information:
 - 1. The number of school-age children served at each site that are non CCDF;
 - 2. The number of days and hours of operation at each site;
 - 3. The number of children served on CCDF vouchers at each site;
 - 4. Names of staff members and hours worked, for each site; and
 - 5. The number of sites

The Bureau may request additional documentation including but not limited to written attendance reports, staff records including pay-stubs and training records. Failure to submit all requested documentation may result in immediate termination of the contract.

ANTICIPATED OUTCOMES:

This program will provide State funds to school corporations or not-for-profit organizations operating school-age care programs in Indiana. The funds will assist school-age programs in providing high quality, low-cost care to Hoosier families. Other outcomes will include:

- Providing program activities appropriate to the various age levels of the children to be served and that meet the developmental needs of each child.
- Providing an adequate number of qualified staff specifically trained in the care of school-age children.
- Providing adequate, developmentally appropriate equipment for school-age children.

CLAIMS:

- Grantees must submit to State on at least a monthly basis properly completed claims for reimbursement of charges incurred under this agreement during the prior month. Claims must be submitted to State within sixty (60) calendar days after the date charges are incurred. If a claim is received 60 days past the last day of the period claimed, the late claim must include a letter stating why the claim is late. The Bureau of Child Care reserves the right to deny a late claim.
- Claims should include the monthly FSSA Claims Reimbursement Form, School Age Child Care Budget Sheet and Addendum. The budget sheet provides itemized documentation of the dollar amounts of items on the claim form.
- Verification of staff development, program enrichment and equipment expenses must be submitted with the budget sheet. Staff expense verification must be made available upon request. Only hours working with school age child care can be claimed.
- All final claims and reports must be submitted to state within sixty (60) calendar days after the expiration or termination of this agreement. Claims shall be submitted on forms provided by State and pursuant to instructions issued by State. No charges may be incurred against this agreement by Grantee after the expiration date previously specified. Claims for reimbursement must be submitted on the SACC claim form by the 30th of each month. Claims request that are not consistent with your RFF will be denied.

All budget sheets/Addendums should be mailed to:

**Bureau of Child Care
402 West Washington Street, Room W361/MS02
Indianapolis, Indiana 46204
Attn: SACC Operations**

All claims should to be mailed to:

**FSSA – Claims Management
302 W. Washington Street Room E442
P.O. Box 28
Indianapolis, IN 46206-0028**

REQUIREMENTS AND STANDARDS FOR SACC CONTRACTS:

- Must be a public school corporation or a qualifying not for profit organization (see eligibility criteria)
- Must maintain compliance with State Fire Marshal and
- Must maintain compliance with State Licensing/Registration regulation and/or CCDF Provider Eligibility Standards.
- Must be in good standing with the Secretary of the State, the Indiana Department of Revenue and Indiana Workforce Development;

HEALTH

- All staff must furnish a statement from a physician that the person is free of tuberculosis in an infectious state. Each person is required to have a health examination within three (3) months prior to entering the service of the program.
- Annual Mantoux Tuberculin testing is mandatory for all persons having direct contact with children.
- Volunteers, substitutes, student aides, and any other personnel having direct contact with children or providing food service are subject to this subdivision. Records must be kept for all of these persons.

STAFF REQUIREMENTS

- The Program Director must be responsible for all aspects of school-age child care delivery, must be at least twenty-one (21) years of age with two (2) years experience in a school age program or a two (2) year associate's degree in a child care related field.
- During any absence of the director, a responsible person must be designated to be in charge and must have sufficient knowledge of emergency procedures and day to day operating procedures as is necessary to carry on the normal operation of the facility.
- No program will operate at any time without a responsible person eighteen (18) years of age or older present on the premises of the program.
- Persons having direct contact with children shall be equipped by education, training, skill, or experience to provide for the child's proper training and development.

STAFF TRAINING

- All staff member providing direct care to children must have twelve (12) hours of in-service training annually. Fifty percent (50%) of these hours must be training received from an outside source other than the facility staff. Planned training must be developmentally appropriate for children 5-15 years of age and presented by a qualified trainer who is trained in the area of study. This may not include CPR or First Aid training.
- All staff providing direct care to children must be trained in basic first aid within three (3) months of employment and at least every three (3) years thereafter.
- At all times when children are being cared for, the program must have on duty, or on the premises, at least one (1) staff member who is annually certified in a program on cardiopulmonary resuscitation and airway obstruction.

CHILD STAFF RATIO

- Minimum staff ratios to child shall be as follows:
 - ✓ The maximum number of children to be supervised by one (1) staff person is fifteen (15) if there are children who are five (5) years of age in the group, and twenty (20) for groups containing only children who are six (6) years of age or older.
- All persons who are responsible for and directly engaged in supervising and implementing activities for children must be counted in determining the child-staff ratios.
- Substitute staff shall be provided to replace employees on sick leave, vacation, or absent for other reasons. A responsible adult eighteen (18) years of age or older must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.
- All volunteers, excluding parents, must meet all requirements and qualifications for the position to which they are assigned when they counted in the child-staff ratios.

HEALTH AND SANITATION

- Alcoholic beverages, weapons, and tobacco products must not be permitted or used at the facility during the hours of operation in areas used for school age child care.
- Emergency health care shall be as follows:
 - ✓ The service providers shall establish a written plan for the emergency admission of a child who becomes ill or injured and needs emergency care.
 - ✓ An easily accessible telephone and the telephone numbers of the program's consulting physician, parents of the children enrolled in the program and of the closest emergency facility shall be immediately available.

- ✓ First aid procedures and emergency evacuation procedures shall be posted in each room occupied by children in this program.
- ✓ The program shall establish written policies regarding first aid for the care of illness or injuries, including directions for the care of poisoning, seizures, hemorrhaging, artificial respiration, and choking.
- ✓ Programs shall provide and use a separate area to isolate from the group any child having or suspected of having a communicable disease or any illness. Toilet and lavatory facilities shall be located within or near the area.
- ✓ The program shall have available to the staff a health record of each child enrolled in the program, including a record of allergies and chronic health conditions.
- ✓ Medications, poisons, and other harmful chemicals shall be securely locked in a cabinet or closet.
- ✓ No service provider shall administer any medication to a child except as permitted by state and local law and pursuant to express written authorization by the child's parent or guardian.

FOOD AND NUTRITION

Nutrition requirements shall be as follows:

- All programs shall provide meals and snacks that meet the dietary needs of each child as based on the current National Research Council Recommended Daily Dietary Allowances (NRC/RDA) according to each child's age, the length of the child's daily program attendance, and meals served at home.
- Children shall be served meals and snacks according to their hours of attendance and the weekly menus shall be posted.
- Breakfast shall be offered to children who are in attendance a substantial amount of time before school begins.
- Meal and snack assembly shall be done on a sanitized surface which is not located in a rest room.
- Drinking water must be readily available to all children.

INDOOR/OUTDOOR PLAY AREA

- Physical space requirements shall be as follows:
 - ✓ The indoor play area shall consist of not less than twenty (20) square feet of usable floor space per child enrolled.
 - ✓ The indoor premises of the facility shall be clean, comfortable, and safe, and protected against rodents and insects.
- The outdoor space shall:
 - ✓ be fenced;
 - ✓ have natural barriers; or
 - ✓ have other protective conditions; to deter children from getting into unsafe conditions.
- There shall be no open drainage ditches, wells, or holes into which children may fall.
- Drainage shall be adequate to prevent stagnant pools of water from accumulating.
- Garbage and trash shall be stored in covered containers out of reach of the children and removed often enough to avoid creating a health hazard or nuisance.
- Open fireplaces shall not be used.
- All heating elements, including hot water pipes, shall be insulated or installed in a manner which makes them inaccessible to children.
- Furniture, equipment, and toys shall be sturdily constructed, without sharp edges, and present only minimal risks to children.
- Lead based paint shall not be used on surfaces accessible to children.
- Pets, animals, and fowl shall be maintained in a safe and sanitary manner at all times.
- Each school age child care program shall provide program activities that are appropriate to the various age levels of the children to be served and that meet the developmental needs of each child.

TRANSPORTATION

- When a school age child care program transports children, the program is responsible for the safety of those children. The school age child care program shall do the following:
 - ✓ Require a current operator's license as required by law for each vehicle driver.
 - ✓ Secure written authorization from a parent or guardian to transport the child.
 - ✓ Load and unload at the curb or on the side of the street on which the home, facility, or other destination is located.
- Use only vehicles which meet the following requirements:
 - ✓ The vehicle shall be enclosed.
 - ✓ The vehicle shall be provided with locking doors.
 - ✓ The vehicle seats shall be attached to the floor.
 - ✓ The vehicle shall be maintained in good condition and meet safety standards set by the Indiana Bureau of Motor Vehicles.